Frederick County Development Review

Listserve sign up directions:

Please find below the steps necessary to add yourself to this list, and if you have any questions feel free to contact
Linda Williamson
301-600-1139
lwilliamson@frederickcountymd.gov

General Instructions

To subscribe to a county distribution list/listserve:

1: Open Internet Explorer and in the address bar type "lists.frederickcountymd.gov" and hit <ENTER>, or go to "Start->Run" type in 'lists.frederickcountymd.gov' and hit <ENTER>.

2: Click on the list you wish to subscribe to.

3: Fill in your email address, such as jdoe@fredco-md.net <mailto:jdoe@fredco-md.net>

4: Enter a password that you can use to remove yourself from the list in the future.

5: Click on the "Subscribe" button.

You will then receive an email in your inbox confirming that you want to join the list. To confirm, simply hit 'Reply' and 'Send'. You will then get a congratulatory email stating you are now a member of the list, as well as telling you what email address to send to, to broadcast mail to the rest of the list members.

The purpose of the confirmation is to ensure that you really want to join, thus not allowing any other person to subscribe your email account to the list against your wishes.

To unsubscribe, simply:

1: Same as step 1 above.

2: At the bottom of the web page, in the unsubscribe section, type in the email address you wish to unsubscribe and click "Unsubscribe".

3: When you get the message that you attempted to unsubscribe, simply hit 'Reply' and send. You should then get a return message stating that you have been unsubscribed.

How most listserve's work:

When a list member sends an email to the distribution list, it is then forwarded to everyone on the list. This will come in handy for such purposes as county equipment swapping. This way, only people who want to see equipment available in their mailbox, will by being a member of that list. Everyone else will be spared these rather large emails.

Some lists serves restrict who can join by making subscription requests require the list administrator's approval before they can join. This keeps inappropriate parties from seeing list messages.

Some may be configured to only allow the administrator to send to the list, thus everyone else will just get the sent emails. An example of when this would be applicable would be regular newsletters, where replies to everyone on the list would not be appropriate.